

PROFESSIONAL STAFF CONGRESS (PSC), AFT LOCAL 2334
Job Posting: Associate Executive Director

The Professional Staff Congress, AFT Local 2334, is a progressive, activist union representing 30,000 faculty and staff at the City University of New York. The PSC is seeking to hire an experienced individual to support the administration of key union operations and the implementation of the union's strategic planning. This is a full-time management position reporting directly to the Executive Director of the PSC as part of the senior leadership team.

Responsibilities:

- Support the union's officers, Executive Director, and other members of the senior leadership team to update and implement the PSC's strategic vision
- Provide principal administrative oversight of key union operations, particularly pertaining to the day-to-day activities of the PSC office
- Coordinate administrative support for PSC chapters and committees
- Design and implement internal leadership education and recruit member activists for leadership development opportunities
- Review and develop improvements to internal personnel processes, such as cross-departmental workflows, leave requests, professional development, etc.
- Manage staffing assignments for specific union-wide events
- Assist the Executive Director in managing the PSC's portfolio of vendor relationships and contracts
- Advise the Executive Director on opportunities to improve operational efficiency, to ensure compliance, and to safeguard the union against risk and liability
- Participate in financial planning and budget management
- Serve as the Executive Director's designee when needed, assuming their responsibilities and authority in their absence
- Support coalition-building with other labor unions and with allied organizations
- Perform other duties as assigned.

Required Qualifications:

- At least 8 to 10 years of trade union or non-profit organization experience, including at least 5 years in an administrative or supervisory role
- A proven record of success in managing administrative processes, particularly in designing and implementing improvements to said processes
- Strong ability to provide effective leadership, coaching, and strategic input as part of an organization's senior leadership team
- Exemplary writing, research, presentation, and project management skills
- Familiarity with navigating vendor relationships and contracts
- Familiarity with a variety of office technology tools and technical platforms that are typically leveraged in the labor movement to activate union members
- Demonstrable commitment to progressive trade unionism and experience working within a wide variety of coalitions, including the ability to navigate differences of political opinion

- Demonstrable ability to adapt and respond rapidly to emergent conditions while maintaining a collegial, collaborative, and calm approach to problem solving

Preferred Qualifications:

- Experience with public sector labor organizing, especially the unique challenges posed by New York State law,
- Familiarity with higher education and the challenges academic workers face,
- Familiarity with the City University of New York and the New York City labor movement,
- Experience with CBA negotiation strategy and/or political advocacy is a plus.

Education Requirements:

- Baccalaureate in a relevant field required, graduate degree a plus.

Compensation and benefits: Competitive salary, depending on experience. The PSC offers a comprehensive package with excellent benefits, including family medical and dental coverage, a pension, and generous paid time off.

Schedule: Primarily in person

How to apply: Please send an up-to-date resume or CV and cover letter expressing your interest in the position via email to: careers@pscmail.org.

The deadline to apply is Friday, September 26, 2025, unless the position is filled before then, as the PSC will interview qualified candidates on a rolling basis. If you are excited by this role and feel that you can contribute to our organization, but your experience does not exactly align with every qualification listed above, we encourage you to apply.

The PSC is committed to creating a diverse environment and strives to achieve equity for all as we work towards economic, racial, and social justice. We particularly encourage women, people of color, people with disabilities, LGBTQIA+, and working-class individuals to apply.

**25 Broadway, 15th Floor
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